

ON-PREMISE, ATTACHED SIGN PERMIT APPLICATION FORM

Updated: March 2017

Permit # _____



CONTACT INFORMATION

| | | | |
|-----------------------------|--|-------------------------|--|
| Applicant's Name | | Property Owner | |
| Applicant's Mailing Address | | Owner's Mailing Address | |
| Applicant's Phone | | Owner's Phone # | |
| Applicant's Email | | Owner's Email | |

PROPERTY INFORMATION

Business Name / Use of Property: _____

Subject Property Address: _____

Zoning District: _____ Within Historic District? ☐ Yes ☐ No

DESCRIPTION OF REQUEST

Total number of signs covered by this application: _____ Contract Value: \$ _____

AUTHORIZATION

All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided. I certify the truthfulness of all the information in and attached to this request. I understand that if any of the information provided is incorrect the permit may be revoked.

I understand that work on the subject sign must commence within 90 days of the date the permit is issued.

Filing Fee \$2.50 per sq. ft. (\$50 min) Technology Fee \$11 **TOTAL FEE ATTACHED \$** _____

Applicant's Signature: _____ Date: _____

Printed Name: _____

APPLICABILITY

An On-Premise Attached Sign Permit is required for all signage which is not freestanding.

Exemptions include: unit signs, electric signs which are plugged into an existing electrical outlet, normal maintenance, changing copy or nonstructural panels or faces within a fixed frame.

CHECKLIST FOR ON-PREMISE ATTACHED SIGN PERMIT APPLICATION

| Items Required for Complete Submittal | | Staff Verification & Comments | |
|---|--|-------------------------------|--|
| <input type="checkbox"/> | Completed Application for Sign Permit | <input type="checkbox"/> | |
| <input type="checkbox"/> | Filing Fee*: \$2.50 per square foot (min \$50) Technology Fee: \$11 | <input type="checkbox"/> | *FILING FEES ARE DOUBLE IF SIGN IS ERECTED PRIOR TO ISSUANCE OF A PERMIT |
| <input type="checkbox"/> | Sign Detail Information Sheet(s) – one sheet for each sign | <input type="checkbox"/> | |
| <input type="checkbox"/> | Sketch of proposed sign showing dimensions of sign and façade | <input type="checkbox"/> | |
| <input type="checkbox"/> | Sketch showing location of proposed & all existing signs on façade | <input type="checkbox"/> | |
| <input type="checkbox"/> | Illustration or description of mounting details | <input type="checkbox"/> | |
| <input type="checkbox"/> | Certificate of appropriateness if sign is in Historic District | <input type="checkbox"/> | |
| Additional information may be required at the request of the Department | | | |

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: _____ Date: _____

Print Name: _____

☐ Engineer ☐ Architect/Planner ☐ Surveyor ☐ Owner ☐ Agent

SIGN DETAIL INFORMATION SHEET

(one sheet required for each sign covered by the attached application)

SIGN STATUS: ☐ New ☐ Structural Alteration ☐ Relocation

TYPE: ☐ Wall ☐ Awning/Canopy ☐ Projecting ☐ Hanging ☐ Directory

DIMENSIONS: _____ AREA: _____ sq. ft.

MATERIAL: _____

MOUNTING DETAILS: _____

FAÇADE on which this sign will be attached: ☐ Front ☐ Rear ☐ Left Side ☐ Right Side

☐ Other _____ Dimensions: _____ Area: _____

EXISTING SIGNS ON FAÇADE: _____

ILLUMINATION type proposed: _____

ELECTRICAL ☐ Yes ☐ No NAME OF ELECTRICIAN: _____

SIGN CONTRACTOR & LICENSE #: _____